

ATTACHMENT 5 – DATA ELEMENTS

The following data elements are likely to be requested over the life of the contract. This list is not intended to be inclusive, but simply a representation of the potential data elements to be requested.

Data Element Name	Description
Agency / Organization	Client information. <u>NIST SP 800-87</u>
Department Number	If client is a sub agency/department
Traveler Last Name	Last Name of passenger
Traveler First Name	First Name of Passenger
Travel Purpose Identifier	Purpose of the trip (see the list below)
Domestic/International Flag	Is trip domestic or international
Booked Date	Date travel was booked, to be used in conjunction with ticketed date to gauge advance purchase patterns.
Invoice Number	
Invoice Date	Date invoice issued
Issue/Ticketed Date	Date ticket issued
Issuing Carrier (SCAC)	NMFC Reference
Departure Date	Date travel commences (by segment)
Arrival Date	Date travel ends (by segment)
Departure Time	Time leaving origin (by segment)
Arrival Time	Time arriving destination (by segment)
Ticket Designator	Ticket Designator
Ticket Number	Airline control number
Conjunction Ticket	Additional tickets
Exchange Ticket	Reissued ticket
Cancelled Ticket	Ticket Cancellation Confirmation Number
Cancellation/Change Fee	Cancellation/Change Fee
Record Locator Number	Record Locator Number
ARC Carrier Code	Airline Reporting Corporation code (by segment)
Coupon Number	1, 2, 3, 4
Origin Airport Code	For each leg traveled

Stopover Code	(X or O) each leg traveled
Destination Airport Code	For each leg traveled
Fare Basis Code	YCA, BDG, etc. (by segment)
Flight Number	Flight Number (by segment)
Booking Class	Booking Class (by segment). For example first, business, coach etc.
Segment Base Fare	Base Fare of each segment/leg traveled without Tax and Fees
Total Fare	Total fare for all legs of trip traveled on issued ticket
Taxes	Domestic/international
Total Cost	Total fare or rate + applicable fees + applicable taxes + cancellation/change fee =
TMC Fees	TMC Services Fees
Exchanged (Original) Ticket Number	Airline control number
Endorsement/Restrictions	Checkage ¹ , Invitational Travel Order ² , Prisoner ³ , etc.
IATA Code	Travel Agency Number
CPP Fare Used	Notes whether flight was on a CPP fare or not.
Non CPP Fare Reason Code	Reason code to justify non use of CPP fare. [Details in attachment 4]
Premium Class Travel Reason Code	Justification code for first or business class accommodation. Use the table provided in attachment 4.
Reference Fare	Per our CPP report, we recommended a reference fare for benchmarks. This reference fare should be captured.
Booking Source	GDS, direct with hotel, web site name, other
Credit Amount	
Currency Code	
Charge Card Number	
Date Credit Issued	Not the date of request for refund

¹ The term checkage is used when a military member is without sufficient funds to pay for transportation when no prior orders are involved. Transportation is arranged and paid for by the Government, but the military pay member's pay account is charged.

² The term invitation travel order applies to official travel of individuals employed intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed (WAE) basis and of individuals serving without pay or at \$1 a year.

³ The term prisoner is a person who is in custody or under restraint by the Federal marshals, Military police, or any other Federal Law Enforcement Agencies.

PNR Locator (Lodging)	Or other link to air data
Hotel Name	Hotel Name
Hotel Address	Hotel Address
Hotel City	Hotel City
Hotel State	Hotel State
Hotel Country	Hotel Country
Hotel Zip Code	Hotel Zip Code
Hotel Phone Number	Hotel Phone Number
Hotel Chain Code	Hotel Chain Code
Hotel City Code	Airport code of hotel location
Reserved Check in	Date traveler checked in
Reserved Check out	Date traveler checked out
Room Nights	Total number of nights room booked for
Total Lodging Rate	Total Lodging Rate
Confirmation Number	Reservation Number
Cancellation Number	Cancellation Confirmation Number
Daily Room Rate	Rate booked per booking per night
Hotel Metropolitan Area	Larger grouping than simply city name
Room Type Booked	Example suite, SGLB, DBLB etc.
Rate Code	Rate Code such as XVU for FEDROOMS® bookings.
GDS Hotel ID	GDS Hotel ID
Reason code (lodging) for use/non-use of preferred hotels	Use reason codes in the hotel reason code table. (see the list below)
PNR Locator (car)	Or other link to air and/or lodging data
Rental Car Agency Name	Rental Car Agency Name
Rental Car Agency Address	Rental Car Agency Address
Rental Car Agency City	Rental Car Agency City
Rental Car Agency State	Rental Car Agency State
Rental Car Company Country	Rental Car Company Country
Rental Car Agency Number	Rental Car Agency Number
Car Pickup Date	Date traveler picked up Rental Car

Car Drop off Date	Date traveler returned Rental Car
Car Pickup City/ Airport code	
Car Drop off City/ Airport code	
Car Type	Type of Rental Car
Number of Rental Days	Number of Days Rented
Rental Rate	Daily Government Car Rental Rate
Total Rental Cost	Total rental charges
Applicable Fees	Applicable Fees (including GARS)
Preferred or Non-Preferred	Notes whether the government rate per the government contract was used.
UDID Fields	Any user defined fields

Notes:

1. All currency shall be in: US dollars and cents, with a decimal in the format 9999.99, however the size of the field shall not be restricted. All dates are in YYYY/MM/DD format.
2. The following data elements may not be available: Cancellation Fee, Ticket Designator, Record Locator Number and Checkage.

Reason Code (Lodging)	Reason Code for Non-Use of FEDROOMS® Preferred Hotels
H0	FEDROOMS® facility used.
H1	There are no FEDROOMS® facilities within a reasonable proximity of your temporary duty location.
H2	There are no vacancies at the available FEDROOMS® properties.
H3	The traveler's agency has other contractual arrangements with commercial lodging facilities that meet FEMA fire safe requirements.
H4	The traveler's agency determines on a case-by-case basis that it is not practical to use FEDROOMS® facilities to meet mission requirements.
H5	The traveler is attending a conference with prearranged lodging accommodations and to ensure that the set aside rooms are used (attendees are required to book lodging directly with the lodging facility).
H6	The travel is OCONUS.

Code	Travel Purpose Identifier
P1	Employee Emergency
P2	Mission (Operational)
P3	Special Mission
P4	Conference
P5	Training
P6	Relocation

SEE ATTACHMENT 4 FOR REASON CODES FOR EXCEPTIONS TO THE CITY PAIR PROGRAM AND USE OF OTHER THAN COACH CLASS